

Post On Bulletin Board

Technician Job Vacancy Announcement

Human Resources Office
South Dakota National Guard
2823 West Main Street
Rapid City, South Dakota 57702-8170

Technician Vacancy **Job Announcement Number: 122-13**

Position Title and Number:

Series, Grade:

Type Appointment:

Location of Position:

Salary Range:

Open: **19 July 2013**

Supply Technician D0893000

GS-2005-07

Excepted: Enlisted

CIF Warehouse, Rapid City, SD

\$38,790 to \$50,431 Per Annum

Close: 1 August 2013

Area of Consideration

1. All Tenure 1 (as defined in block 24 on the SF 50) Technicians of the South Dakota Army National Guard. Applicants must presently be a Dual Status employee or a Non Dual Status employee eligible for Dual status.
2. All members of the South Dakota Army National Guard.

Instructions to Applicants

1. Applicants must submit the following mandatory documents electronically. Signatures on electronic applications are not required:
 - a. Optional Form (OF) 612, "Optional Application for Federal Employment" or a resume.
Resume - must include, as a minimum, all the information requested on the OF 612.
(Only the last four of SSN is required on OF 612, Block 5).
 - b. SDNG Form 335-1-R, "Statement of Military History".
2. Additional supporting documents may include:
 - a. Knowledge, Skills and Abilities (KSAs) - Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
 - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Internet web site at <http://sdguard.ngb.army.mil/pages/Careers.aspx> under "Careers".
4. Email all forms and supporting documentation (KSAs, transcripts, etc) to nq.sd.sdarnq.list.jobs@mail.mil.
The email must be sent no later than the Closing Date on the Announcement. Late applications will be considered ineligible.

Equal Employment Opportunity

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

Minimum Requirements for Consideration

General: Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the applicant some general knowledge of supply transaction and regulations, procedures, identification codes, etc.

Specialized: 12 months experience in the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work that is similar or closely related to the work of the position to be filled. Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for specialized experience. If applying your National Guard experience, it will be credited on the basis of one full year of credit for one full year of National Guard experience:

- Knowledge of computer programs and commands, Windows, Excel etc with the ability to generate, update, and retrieve reports.
- Knowledge of supply system, programs, and procedures.
- Ability to identify and analyze supply programs and alternative approaches.
- Skill in oral and written communication.
- Ability to perform moderate and heavy lifting when moving materials by hand or truck. May be required to lift and carry items that weigh more than 50 lbs. Performs work that requires incumbent to bend, stoop, and work in tiring and uncomfortable positions for prolonged periods of time. May stand for more than 5 hours.
- Ability to operate material handling equipment: forklifts, pallet jacks, and so on.
- Ability to account for, monitor, perform turn-ins and store OCIE equipment for accuracy.
- Ability to travel to assist with USP&FO runs.

Compatibility Requirements

Selected individual must be assigned to a compatible military position in the following MOS/AOC within ninety (90) days of effective date of hire: Enlisted: 92, 51C. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

Experience Evaluation

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration above. These KSAs are those considered essential for successful performance in the position. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process. Should you desire to address any or all KSAs, describe in writing the extent and nature of your experience and attach this material to your application.

Evaluation Methods

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T.

Appointment

The Adjutant General retains exclusive appointment authority of Technicians. No commitment will be made to any nominee prior to a review of his/her qualifications by that office. The issuance of this Job Vacancy Announcement does not constitute a commitment to fill the position.

Summary of Duties

This position is located in the Property Management Branch, Supply and Services Division, United States Property and Fiscal Office (USPFO). Its purpose is to monitor the accountable equipment within the State and maintain an accurate accounting and reporting system for property book equipment to include providing data to the Continuing Balance System-Expanded (CBS-X). This position reviews property book accountability records and supporting documents, investigates inaccuracies, and reports findings to appropriate management. Participates in the management of the Army Unique Item Tracking (UIT) program. Manages the Department of Defense Activity Address Code (DODAAC) program. Participates in the management of equipment loans.

Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. The National Guard Technician Act of 1968 specifically excludes use of veteran's preference for appointments made under Title 32 U.S.C. Since this appointment is made under 32 U.S.C, veteran's preference is not applicable.
3. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.
4. Appointment to a Technician position may adversely affect various types of military Incentives. See your unit Personnel Office for complete information.

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